



Date: April 7, 2014

Req number: 13533 BR

Closing: April 22, 2014

IOWA DEPARTMENT ON AGING
JOB OPENING ANNOUNCEMENT

POSITION:	Training Specialist 2
PAY GRADE:	Pay Plan 000, Pay Grade 30
CURRENT	\$ 1,864.00 - \$ 2,892.00 biweekly
SALARY RANGE	\$ 48,464.00 - \$ 75,192.00 annually
LOCATION:	Des Moines, Iowa
WORK UNIT:	Iowa Department on Aging

Responsible for department educational events. The include but are not limited to annual conferences, one day training events, webinars and other special events related to the department's role under the Federal Older Americans Act and Iowa Code 231 (Elder Iowans Act). Target audiences may include but are not limited to older Iowans and their caregivers, professionals within Iowa's Aging Network, providers of long term living and community support services and other professionals working with older and disabled adults. This position will work closely with other department personnel in drafting curriculums, course materials, power-point presentations, handbooks, visual aids and other mediums that are germane to professional adult learners.

Assesses training needs of department personnel and all stakeholders within Iowa's Aging Network related to Older American Act programs and services described within Iowa Code 231 and Iowa Administrative Code 17. Utilizes evidence based results, best practices and empirical data in the design and construction of course curriculums and other training methodologies.

Coordinates training of department personnel. Plans for outside training programs (conferences, seminars, webinars, etc...) to meet identified employee educational and training needs. Coordinates education and training opportunities with management personnel and administrative support staff.

Plans an orientation program to acquaint new employees of the department. Coordinates meetings with management personnel and other department personnel.

Other duties as assigned to further the mission of the Iowa Department on Aging.

QUALIFICATIONS:

Graduation from an accredited four year college or university and experience equal to three years full-time work in one or a combination of the following areas:

1) Professional training, teaching or counseling experience in an educational setting;

2) Professional personnel administration including such areas as job analysis, performance appraisal system, selection devices or labor relations;

3) Professional experience in a major technical program area utilized by the employing agency;

OR

a combination of education and experience to total seven years, substituting experience equal to one year of full-time qualifying work for each thirty semester hours of qualifying coursework;

OR

a combination of education and experience to total seven years, substituting thirty semester hours of graduate coursework for each year of qualifying experience;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to twelve months of full time work as a Training Specialist 1;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to six years' full-time qualifying work.

SELECTIVE CERTIFICATION:

All applicants must possess a minimum of twelve semester hours of education, six months of experience, or a combination of both, or a specific certificate, license, or endorsement in the following area:

203 instructional design

Applicants wishing to be considered for such designated positions must list applicable course work, experience, certificate, license, or endorsement on the application.

TO APPLY:

Step 1: Submit a completed Iowa Department of Administrative Services – Human Resources Enterprise (DAS-HRE) application to the Iowa Department of Administrative Services, Hoover State Office Building, 1305 E Walnut, Des Moines, IA 50319-0150 or fax to (515) 281-7970 by April 22, 2014. Or apply on line at the [DAS- State of Iowa Jobs website](#): Click [HERE](#) to find jobs open for all applicants, then click on [Search Openings](#) and type and enter “13533” at “Keywords” which should take you to this opening.

Step 2: In addition, please upload a list with three references, your resume, and cover letter that outlines your experience as related to the position to this site.

It is the policy of the executive branch of state government in the State of Iowa to provide equal employment opportunity within state government to all persons.(Iowa Code 19B.) The intent of this policy is to ensure that individuals are not denied equal access to state employment opportunities because of their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity, consistent with applicable state and federal policies and regulations. It is also the policy of the executive branch of state government in the State of Iowa to apply affirmative action measures to correct the underutilization of females, minorities, and persons with disabilities in the state employment system whenever remedial measures are appropriate